

2018 Annual Assessment Report (AAR) Checklist

Municipality:		Muni Code:			
Assessor:		DOR Reviewer:		Date:	
Maintenance					
Not required, suggested			Required		Pre-filled data
Required if Applicable			Not Required		
AAR Page	DOR Reviewer Instruction	Yes	No	Field	Notes
Page 2 Assessor Information					
Page 2- Assessment Information	Verify Assessment Type and Historical Assessment Type, Software Vendor, comment if Software is not supported			Assessment Type	
				Historical	
				Software	
				Year of last update	
Page 2 Estimated Level of Assessment	Estimated level of assessment % line populated ?			Percent	
Page 2 Assessment Help	Did the assessor list help ?			Names	
Page 2 Check Box #1	Additional staff list included as and attachment ?			Attachment	
SECTION 1 General Municipality Information					
Page 3 Municipality general description	General description adequate ?			Text	
Page 3 Box #2	Section 1 Municipality general description as an attachment			Attachment	
SUMMARY OF REQUIREMENTS					
Page 3	Dates				
	1. Assessors oath. Verify each year				
	2. Mailed Notice of Assessment				
	3. Signed Affidavit/				
	4. Submitted to DOR				
	MAR				
	TAR				
	Corrections and omissions discovery				
	Discovered and corrected omitted real or PP			Yes No or NA	
	Provided property owners with written notice of appeal rights			Yes No or NA	
	6. Open Book Information				
	Date of First Open Book			Date	
	Number of Parcels Reviewed				
	Revised Notices Sent			Yes No or NA	
	7. Board of Review Information				
	Date of first BOR			Date	
	Reschedule date if needed			Yes No or NA	
	Assessor attended BOR ?			Yes No	
	8. Palpable errors or omitted parcels:				
	Reviewed and revalued property in error and cert. value with clerk			Yes No or NA	
	Verified with clerk, palpable error or omitted property was added to the roll			Yes No or NA	

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AAR Page	DOR Reviewer Instruction	Yes	No	Field	Notes	
Page 4	9. Property inspection:					
	Number field inspected			Number		
	Inspection type			Interior, Exterior, Drive-by		
	10. Property Sales			Number		
	11. Valid Sales					
	Reviewed for Validity			Date		
	Total Number of Valid Sales			Number		
	Number Inspected			Number		
	12. Building permits:					
	Total number of building permits			Number		
	Number field inspected			Number		
	13. New Construction:			Number		
	Number of inspections:			Number		
	Analyzed new construction			YES NO NA		
	14 Agricultural parcels			Number		
	Total number of parcels			Number		
	Total number of inspections			Number		
	Type of inspections			Number		
	On-site			Checkboxes		
	Drive -by			Checkboxes		
	On-line Maps, etc.			Checkboxes		
	15. Updated Ag Values with DOR values adjusted to assessment level			Yes No NA		
	16. Personal property:					
	Discovered			Yes No NA		
	Date returns sent			NA		
	Valued			Yes No NA		
	17. Conducted ratio study for:					
	Previous assessment date			Yes No NA		
	Current Assessment Date			Yes No NA		
	SECTION 2-Scope of Work					
	Page 5	Class 1				
		Class 2				
		Class 4				
		Class 5				
		Class 5 m				
Class 6						
Class 7						
Personal Property						
Page 6	Scope of Work Notes					
Page 6 Box #3	Box #3 Scope of work as an attachment Section 2 Scope of Work					
Section 3- Assessment Statistics						
Page 7	Number of Valid Sales					
	Total assessed value of valid sales parcels					
	Total Sales Price of Valid sales Parcels					

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AAR Page	DOR Reviewer Instruction	Yes	No	Field	Notes
	Aggregate ratio				
	Mean				
	Median				
	Coefficient of Dispersion				
	COC				
	PRD				
Page 7 Assessment Statistics Notes:	Did assessor provide notes ?				
Page 7 Box #4	Did assessor check box Section 3 Assessment Statistics Notes ?			Attachment	
Page 8 Additional Comments	Did the assessor make comments ?				
ATTACHMENT LIST					

All assessment types – required attachments

- Affidavit
- Assessment notice
- Name(s) of help
- PRC sample(s)
- Summary of Open Book Actions (Form PR-130)

Any assessment type – optional attachments

- BOR notice
- Contract
- Map(s)
- There is no limit to the number of attachments you provide with your report

Comments: